	APOLLO HOSPITALS, SECUNDERABAD	HRM- 04
		Issue: C
	POLICY ON STAFF INDUCTION POLICY	Date:05-01-2016
		Page 1 of 9
PREPARED BY: V.P-HR		APPROVED BY: Chief Executive Officer

1.0 Purpose:

The purpose of Staff Induction Policy is to set guidelines that aid in standardizing the way new recruits are oriented to the mission, policies & procedures of Apollo Hospitals

2.0 Objectives:


Assists the new recruits to develop a sense of belonging and helps her/him in identifying with the mission, philosophy/culture of Apollo Hospitals.

Assists him/her to imbibe the Apollo Hospitals, Secunderabad Code of Conduct and the values at the earliest.

Assists the individual to gain an understanding and appreciation of the manner in which a hospital works and the role he/she plays within the wider framework.

Facilitates cordial working relationship with colleagues across departments.

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3.0 Scope:

This policy is applicable to all employees (permanent, temporary, probationary, on contract, volunteers) of Apollo Hospitals.

4.0 Policy:

All new recruits joining the organization irrespective of their cadre have to be oriented to the mission, culture, policies and procedures of Apollo Hospitals on the day of joining.


A welcome note shall be put up by dept. of HR at all prominent notice boards welcoming the new recruits & introducing them to the other employees of Apollo Hospital.

The Induction process varies for the following 5 category of employees.

- Doctors
- Nurses
- Administrators
- Other staff (paramedical & administration staff)
- Contract Staff (Housekeeping, Food & Beverages and Security)

The same shall be recorded in their personal file by way of an Orientation Check list

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Doctors, Nurses & Other Staff

S. No.	Particulars	Responsibility
Part I	General Orientation by the Department of Human Resources	Department of Human Resources
Part II	Departmental level orientation by the Department Head	Respective Department Head

Executive & Above

S. No.	Particulars	Responsibility
Part I	General Orientation by the Department of Human Resources	Department of Human Resources
Part II	Cross Departmental Exposure	Department of Human Resources
Part III	Departmental level orientation by the Department Head	Respective Department Head

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Contractor Staff

S.No.	Particulars	Responsibility
Part I	General Orientation to Apollo Hospitals	Representative of the Contractor
Part II	General Orientation about the Contractor's Company	Representative of the Contractor
Part II	Departmental level orientation by the Department Head	Respective Department Head

The rules & regulations listed in the “Service Rules” Book and the list of guidelines from “Employee Handbook”/ “Doctors Handbook”/ “Nurses Handbook” shall be referred to during this Induction process.


Part I – All Employees:

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Duration	Topic & Content
2 hrs	Introduction – Organizational Orientation <ul style="list-style-type: none"> § Introduction to Apollo Hospitals Group § Mission Statement and goals of the institution § Introduction & History of Apollo. § Hierarchy at the hospital. § A brief on the different departments of the hospital § Who's who of the hospital? Apollo Hospitals code of conduct
2 hrs	Hospital Policies <ul style="list-style-type: none"> § Introduction to NABH § Patient & Family Rights § Patient & Family Education § Sentinel Event/Incident form § Discipline/Grievance Policy § Management of Information § Vulnerable patient & special care § Safety & Security Policies § Infection Control Policy § Facility Management & Safety § No Smoking Policy & Emergency codes § Medication Policy § Hazardous Material and Waste Policy § Equipment Maintenance & Safety § Radiation Safety (wherever applicable) § Accidental Inoculation Policy § Vaccination Policy
Departmental Policies	<ul style="list-style-type: none"> § Departmental Standard Operating Procedures § Documentation § Statutory Compliance Issues § Dept. Quality Indicators
1 hr	Tour of the property

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Part II (Executive & Above):

Cross-departmental exposure:

After orientation the Executive shall now proceed on to the Cross Department Exposure according to the schedule prepared by the HR department.


The schedule shall have to be circulated to all concerned departments prior to the visit.

In the course of this exposure, he/she is to co-ordinate closely with the concerned departmental trainers.

Once he has been oriented as per the schedule, he needs to report to his parent department for departmental level orientation.

The employee shall be given an Orientation checklist which he needs to sign and the same is filed in his personal file.

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WELCOME NOTE

WELCOME TO THE APOLLO FAMILY

Dear Family members,

On the behalf of the entire team of Apollo Hospitals, I extend a very warm welcome to the following members into the Apollo Family.

1.


2.

We take this opportunity to wish them all the very best for a fulfilling and successful career with the Apollo Hospitals Group.

Sincerely,

NAME
DESIGNATION
 Date:

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Employee Orientation Checklist

Name:

Designation:


Emp. No.

Department:

Date:

PARTICULARS	DURATION	RESPONSIBILITY
ORGANIZATIONAL ORIENTATION		
Introduction to Apollo Hospitals Group		
Mission statement and goals of the institution		
Introduction & History of Apollo Hospitals Hierarchy at the hospital. A brief on the different departments of the hospital Who's who of the hospital? Apollo Hospitals Code of Conduct.		
Hospital Policies		
Introduction to NABH		
Patient & Family Rights		
Patient & Family Education		
Sentinel Event/Incident Form		
Discipline/Grievance policy		
Management of Information		
Vulnerable patient & special care		
Safety & Security Policy		
Infection Control Policies		
Facility Management & Safety		
No smoking policy , Emergency Codes		
Medication Policy		
Hazardous Material and waste policy		
Equipment maintenance & safety		
Radiation Safety (wherever applicable)		
Accidental Inoculation Policy		
Vaccination Policy		
DEPARTMENTAL POLICIES	Differs a/c to the job	Respective HOD
Departmental Standard Operating Procedures		

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Charting /Documentation		
Statutory compliance issues		
Dept. Quality indicators		
TOUR OF THE PROPERTY	1 hr	Dept. of HR

Others if any:

I have completed an orientation of the above noted items and have received a copy of Employee Handbook, Service Rules book, Nurses book (in case of nurses) & Doctors Handbook (in case of doctors).

Signature of the Employee

Date

Signature by HR representative

Date

(Employee Orientation form to be filed in Employee Personal File)*

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